OFFICIAL RESPONSES TO VENDOR QUESTIONS
Early Childhood Education Workforce Study
RFP-2019-DEHS-01-EARLY

No.	Question	Answer
1.	**General** Is there a page limit for proposals?	No, but please be as concise as possible while still providing a complete answer to each question.
2.	**General** Can we submit fully loaded rates that include, but are not limited to overhead and other expenses within individual consultant rates	Yes.
3.	**General** Is the selected vendor expected to submit the ECE study plan and survey to an Institutional Review Board (housed either in New Hampshire DHHS or within another Consortium entity)?	No, the vendor will only submit the plan and survey to the Bureau of Child Development and Head Start Collaboration who will share it with the Consortium.
4.	**General** Must surveys be delivered online and by paper? What online platforms will be considered?	Online and paper surveys will both be necessary, depending upon workforce member needs. The online platforms used are to be determined by the vendor and submitted as part of in Q3 of the RFP.
5.	**Section 1, Introduction, Subsection 1.3, Contract Period** Does the State have an anticipated start date for the contract?	The start date will be upon Governor and Executive Council approval of the contract which is not known at this time.

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6.	**Section 3, Statement of Work, Subsection 3.1, Covered Populations** a) Regarding the age of the children the centers are serving, is it only birth to age five (5)? b) Must the center serve the full age range or would they be included if they serve only partial, for example, a center that starts at age five (5)? c) What is the data source for the estimated workforce population size of 7,100? d) As the Addendum #1 increased the number of centers, does the expected number of individuals covered change as well? e) Are licensed family childcare centers included in the populations?	a) It is birth to age five (5), but afterschool care that includes over age five (5) can be included. b) Centers serving children from birth through age (5) must be included in the survey. c) It is a combination of the Professional Registry and Childcare Licensing Unit listing. Professional Registry: https://nhportal.naccrraware.net/nh/ NH Online Licensing website – In the License Type field, select Center Based Program License or Family Based Program License: https://nhlicenses.nh.gov/verification/?facility=Y d) The number of participants is an estimate only. e) Yes, see Addendum #1.
7.	**Section 3, Statement of Work, Subsection 3.2, Paragraph 3.2.1, Subparagraph 3.2.1.2** Is a program quality rating available in the sample?	Since the survey is workforce-based, the quality rating is not necessary, but informative for study purposes. The quality rating data for each center will be shared with the vendor through the Bureau who maintains the records and is available at https://www.dhhs.nh.gov/dcyf/licensedplus/providers.htm.
8.	**Section 3, Statement of Work, Subsection 3.2, Paragraph 3.2.2**	Yes, the licensed designation as family or center-based care is available.

No.	Question	Answer
	Is program type available in the sample?	
9.	**Section 3, Statement of Work, Subsection 3.2, Paragraph 3.2.5, Subparagraph 3.2.5.1** a) Does the licensed-center management list include email addresses for the centers and/or director? b) Does the NH Professional Registry include contact information for workforce members who are not center directors? If yes, (1) what type of contact information is available (name, address, phone, email), and (2) will that list be made available to researchers? c) Is the NH Professional Registry aware that it may be a source for researchers? d) Are they willing to share data and if so, what data will they share?	a) Yes. b) Yes: (1.) The information provided includes the email, mailing address and possibly an optional phone number. The Registry does include any provider that has self-registered in the system although registration is not a requirement for all providers, only those receiving CCDF Block Grant funds. Provisions for contacting non-registered workers through their Center Director will need to be made. (2.) Yes. c) Yes. d) Yes, the Bureau owns the data so it will easily be shared, and it is a relatively robust database. It does include email addresses.
10.	**Section 3, Statement of Work, Subsection 3.2, Paragraph 3.2.5, Subparagraph 3.2.5.3** What languages should be covered in the translation of surveys?	This will be determined at the time of the survey. The State will also share translation options for with the vendor such as resources for local translation available through community centers and the State, or free online services.

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11.	**Section 3, Statement of Work, Subsection 3.2, Scope of Services, Q3** What constitutes a high response rate?	This is part of the answer expected from vendors through Q3.
12.	**Section 3, Statement of Work, Subsection 3.2, Paragraph 3.2.6** a) Can you provide a citation for the RAND study? b) Are you requesting that data be reanalyzed from the RAND study or that our study replicate the RAND study or that our study cite context provided in the RAND study?	a) https://www.ecedata.org/2018-state-of-early-childhood-data-systems/ b) The vendor's study should cite context of the RAND study only.
13.	**Section 3, Statement of Work, Subsection 3.2, Paragraph 3.2.6, Q6** What is meant by redacted resumes?	Redacted resumes include the person's name but other personal information such as address, phone number, or personal email are removed.
14.	**Section 3, Statement of Work, Subsection 3.3, Reporting and Deliverable Requirements, Paragraph 3.3.1, Subparagraph 3.3.1.1** Can you provide a citation for the studies listed?	Yes, this list is representational and will be refined as additional study links become available: **NH Based Resources:** https://scholars.unh.edu/cgi/viewcontent.cgi?article=1346&context=carsey http://cscce.berkeley.edu/files/2018/06/2018-Index-New-Hampshire.pdf https://www.dhhs.nh.gov/dcyf/cdb/documents/preschool_workforce_competencies.pdf **Resources Outside of New Hampshire:** https://www.ecedata.org/2018-state-of-early-childhood-data-systems/

No.	Question	Answer
		https://elc.grads360.org/services/PDCService.svc/GetPDCDocumentFile?fileId=25562
15.	**Section 3, Statement of Work, Subsection 3.3, Reporting and Deliverable Requirements, Q6 and Q7** a) What is being sought in the redacted reports? What should be redacted? b) Are public reports only acceptable to include? c) Where should resumes and redacted reports be inserted into the proposal?	a) The report should show your level of expertise in writing a report. Any specific company information that is not public should be redacted. b) Yes. c) The Report and CV's can either be inserted in the proposal at the point of the specific question or can be included as clearly-marked attachments and clearly referenced as Attachment A, B, etc. in your proposal narrative.
16.	**Section 3, Statement of Work, Subsection 3.4, Standard Compliance** What are the language requirements that must be part of the proposal?	See Appendix C.
17.	**Section 4, Finance** a) Can the funds be allocated as needed for specific tasks but yet still be invoiced at the completion of each set of deliverables as described in Table 1? b) What level of detail should be in the budget narrative? c) Will the resulting contracts be firm fixed price with payments	a) Yes, funds can be allocated as the vendor sees fit, but payment will be upon completion of each deliverable. b) The budget narrative must explain each budget line item identified in the budget. c) See Paragraph 4.1.4 of the RFP. d) Yes.

No.	Question	Answer
	based upon the completion of deliverables? d) Is the $85,000 price limitation inclusive of indirect costs?	
18.	**Section 6, Proposal Process, Subsection 6.2, Procurement Timetable, and Subsection 6.4, Bidders' Questions and Answers** Does the submission need to be received or only post marked by 4/19/19?	Received.
19.	**Section 7, Proposal Outline and Requirements, Subsection 7.1, Presentation and Identification, Subparagraphs 7.1.3.5 and 7.1.4.5** Do the (1) electronic copy of the technical and cost proposal need to be on separate thumb drives, or can they be on the same thumb drive in separate folders?	One (1) thumb drive for both the technical and cost proposal is acceptable.
20.	**Section 7, Proposal Outline and Requirements, Subsection 7.2, Outline and Detail, Paragraph 7.2.2, Technical Proposal Contents – Detail, Subparagraph 7.2.2.10, Required Attachments, Part 7.2.2.10.2.** What is required to be submitted with our proposal?	See question 23 of the Official Q&A, regarding Appendix C.

No.	Question	Answer
21.	**Section 7, Proposal Outline and Requirements, Subsection 7.2, Outline and Detail, Paragraph 7.2.3, Cost Proposal Contents – Detail, Subparagraph 7.2.3.2** a) If a bidder is not required to create audited financial statements, how do we respond to this subparagraph? b) How many years of unaudited financial statements are required?	a) See Part 7.2.3.2.5 in the RFP. b) Four (4).
22.	**Appendix B, Sample Contract, Exhibit C, Section 9** Are bidders subject to the A-133 Audit?	In certain circumstances, this language can be modified in a final contract based on the bidder's request in Appendix A.
23.	**Appendix C, CLAS Language** a) What needs to be completed and returned with the proposal? b) Do we need to return the four factor analysis? c) Are certain answers required to be selected? d) What is the applicability of CLAS language to survey researchers? e) Does the State have a preferred translation service?	a) Complete and return Applicant STEP #2 – Required questions. b) The four factor analysis on which the questions are based is not returned as part of your proposal. c) No. d) Agencies who are surveying NH residents, still need to be sensitive to Limited English Proficiency (LEP) individuals. e) No.
24.	**Appendix D, Budget Form** a) If only one budget is to be submitted, should a breakdown of	a) No. The budget should show the overall costs. b) No. One budget and budget narrative showing the full scope of work is required.

No.	Question	Answer
	the budget for each funding source be identified as a separate task within the total budget? b) Are separate budgets for each proposed contract required for the proposal submission? c) How should it be handled if there is a line item needed that is not on the budget template? d) Because there will be three (3) contracts, will each contract have different indirect rates?	c) New line items can be added under Other on the budget form. d) The indirect rate does not need to be the same for the three (3) contracts.
25.	**Appendix E, Program Staff List** a) Can we modify this to fit our services as a research company rather than a service provider? b) Can the form be completed using percentages?	a) Yes. b) No.